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ABSTRACT

The Reedley College (California) counseling staff, before their new counseling center was built, undertook a survey of 63 community colleges in California to obtain information on actual and desirable counseling offices, counseling hours, and facilities. The optimal office size was found to be 10 x 11 1/2 feet. Size, however, depends on the organization of the counseling services and the use to which the offices are put. Desirable facilities were found to include vocational information facilities, close proximity to student records, group counseling and conference rooms, testing room, outside windows, sound-proofing, carpeting, adequate storage space, adequate reception/waiting area, individual offices for counselors, stenorette tape recorders for each counselor, more room, bulletin boards, more clerical and paraprofessional help, removal of the counseling center from the administration area, air conditioning, attractive and colorful furnishings, and provision for growth. Detailed tables and comments are included from the surveyed colleges. (CA)

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# COUNSELING OFFICES AND FACILITIES

California Community Colleges

Guidance and Counseling Department
Reedley College
Reedley, California

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SEP 15 1971

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

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SURVEY OF COUNSELING FACILITIES

California Community Colleges

PURPOSE

The master building plan at Reedley College calls for a new library to be constructed on a new site and remodeling of the old library building to accommodate student personnel services. Since the final plans for the library have been approved and contracts awarded, the Reedley College counseling staff found itself involved in planning for a new counseling center. It seemed that those concerned with architectural consideration felt that the maximum size of the counseling offices should be 8 x 10 feet. In an attempt to either support or deny the contention, ERIC files were searched, along with the research files of the Department of Health, Education, and Welfare. No information was found in these searches which would indicate size of individual counseling offices and desirable and undesirable facilities and characteristics of a counseling center.

PROCEDURE

In order to get the desired information, a simple questionnaire was devised and sent to ninety-three community colleges in California. The questionnaire was sent June 14, 1971, to busy Directors of Guidance, a rather unfortunate time; a return of sixty-three questionnaires for 67.7% was gratifying. The questionnaire form is included as Appendix A.

Responses to questions 1, 2, and 3, referring to size of college and counseling offices, were collated and tabulated, and medians and means were calculated. The explanation of college size is categorized in Appendix B. Appendix C and Appendix D give the detailed tables. Response to question 4, regarding part-time counselors, was not tabulated for only two colleges reported part-time counseling. Response to question 5, concerning counseling hours, was tabulated and the mean calculated; refer to Appendix E.

Answers to questions 6, 7, and 8 regarding desirable and undesirable facilities were copied almost verbatim and were listed in order of size of college reporting. The detailed responses are in Appendices F, G, and H.

FINDINGS

1. Size of Counseling Offices:

   Fifty-four colleges listed what they thought were desirable dimensions. Of these, fifteen indicated a square configuration; the others favored a rectangular shape. The mean area for all fifty-four colleges is 114.7 square feet, indicating a counseling office of approximately 10 x 11 1/2 feet. Twenty-eight of colleges reporting were satisfied that the size of their counseling offices were just right. The mean area of that group is 108 square feet. Twenty-seven colleges said their offices were too small; the mean area is 77.6 square feet.

   None of the colleges in the last two size categories (N=7) were satisfied with the size of their offices. The last three categories (N=11), along with categories 5 and 7 (N=13, total N=24), wanted offices of 120 square feet or more. Categories 1 and 3 wanted 4 square feet (116) less. To summarize, thirty-eight colleges wanted approximately 120 square feet for their counseling offices.

FINDINGS (CONTINUED)

1. Size of counseling offices:

   Category 6 (N=8) contained the smallest (6' x 8') and the largest (15' x 15') sizes of counseling office recommendations. Actually, the three smallest recommended areas were all in this category and only in this category.

   The 8 x 10 feet dimension was the fourth smallest recommended. There were seventeen recommended areas larger. Five colleges with 8 x 10 feet offices reported the size just right. Five colleges with 8 x 10 feet offices reported the size too small. Twenty-one of twenty-seven colleges who reported that their counseling offices were too small have offices of 8 x 10 feet or less. Eight of twenty-eight colleges reporting that their counseling offices were just right in size have offices of 8 x 10 feet or less.

2. Desirable facilities that colleges reporting now have:

   Certain facilities stand out because they were mentioned a number of times. Among these were vocational information facilities, close proximity to student records, group counseling and conference rooms, testing room, outside windows, sound-proofing, carpeting, adequate storage space, adequate reception/waiting area, and individual offices for counselors (privacy); see Appendix F for detailed comments.

3. Facilities that colleges do not have but consider highly desirable:

   The items in the above paragraph were included in this category by colleges not having those facilities. In addition, the following facilities were mentioned several times by those colleges not having them but wanting them: stenorette, or comparable equipment for each counselor, tape recorders for each counselor, removal of counseling center from administration area, more room, bulletin boards, para-professional and more clerical help, air conditioning, attractive and colorful furnishings, provision for growth of college and guidance facilities, and background music; see Appendix G for detailed comments.

4. Facilities that colleges have but consider undesirable:

   The Directors of Guidance who responded were not as verbose in answering this question as they were in answering the previous questions. Many of the responses were the negative side of responses in the preceding two paragraphs. Conditions that were mentioned several times are: noise, lack of room, no room for expansion, offices too small, too close to administration area, poor arrangement of counseling center, and poor ventilation. See Appendix H for detailed comments.

CONCLUSIONS

It is recommended that on the basis of the above data, plans be made to provide counseling offices of approximately 10 x 11 1/2 feet, that the area be fully carpeted, that all counseling offices have outside windows, and that the offices be sound-proofed. It is further recommended that the office configuration in the currently existing preliminary plans be retained. It must be acknowledged that size of counseling office is somewhat dependent upon the organization of the counseling services and the use to which the offices are put. However, where a counselor spends thirty-five hours in his office, it should be larger than a faculty office.

APPENDIX A

SURVEY QUESTIONNAIRE - Counseling Offices

California Community Colleges

1. The number of students enrolled in the day program is_____.

2. What are the dimensions of your counseling offices?_____

3. I consider the office size:

   ◇ just right

   ◇ too large

   ◇ too small

   desirable dimensions are_____

4. Do you have more than one counselor assigned to each office?_____

   If yes, how many?_____ Are they part-time counselors?_____

5. How many hours per week constitute a full-time counseling load at your college?____
   _____.

6. Facilities in our counseling offices that are highly desirable are:

7. Facilities that we don't have but consider highly desirable are:

8. Facilities that we do have but are undesirable are:

Please send a summary of findings to: _____

_____

_____

RMC/emw

6/14/71

APPENDIX B

COLLEGE SIZE CATEGORIES:
Day Student Enrollment

1 = below 1,000

2 = 1,000 - 1,999

3 = 2,000 - 2,999

4 = 3,000 - 3,999

5 = 4,000 - 4,999

6 = 5,000 - 5,999

7 = 6,000 - 6,999

8 = 7,000 - 7,999

9 = 8,000 - 8,999

10 = 9,000 - 9,999

11 = 10,000 and over

APPENDIX C

DIMENSIONS OF OFFICE SIZE
By Category Size

| Category | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Size:<br><br>Recommended | 9' x 10'<br>10' x 10'<br>10' x 16'<br>No report (1)<br><br>Total Area =<br>350 sq. ft.<br><br>Median =<br>10' x 10' =<br>100 sq. ft.<br><br>Mean =<br>116 2/3 sq. ft. | 8' x 10'<br>9' x 10'<br>10' x 10'<br>10' x 12'<br>10' x 15'<br>No report (2)<br><br>Total Area =<br>540 sq. ft.<br><br>Median =<br>10' x 10' =<br>100 sq. ft.<br><br>Mean =<br>108 sq. ft. | 8' x 10'<br>8' x 10'<br>9' x 11'<br>10' x 10'<br>9' x 12'<br>10' x 12'<br>12' x 12'<br>11' x 18'<br>No report (2)<br><br>Total Area =<br>929 sq. ft.<br><br>Median =<br>9' x 11 1/2' =<br>104 sq. ft.<br><br>Mean = 116 sq. ft. | 8' x 10'<br>8' x 10'<br>8' x 11'<br>11'6" x 11'6"<br>No report (2)<br><br>Total Area =<br>380 sq. ft.<br><br>Median =<br>8' x 10 1/2' =<br>84 sq. ft.<br><br>Mean = 95 sq. ft. | 8' x 10'<br>10' x 10'<br>10' x 10'<br>100 sq. ft.<br>100 sq. ft.<br>10' x 12'<br>10' x 12'<br>12' x 15'<br>12' x 15'<br><br>Total Area =<br>1080 sq. ft.<br><br>Median =<br>10' x 10' =<br>100 sq. ft.<br><br>Mean = 120 sq. ft. |

| Category | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|
| Size:<br><br>Recommended<br>(Continued) | 6' x 8'<br>7' x 9'<br>8' x 9'<br>8' x 10'<br>8'6" x 10'<br>10' x 10'<br>15' x 15'<br>No report (1)<br><br>Total Area =<br>673 sq. ft.<br><br>Median =<br>8' x 10' =<br>80 sq. ft.<br><br>Mean =<br>96 1/7 sq. ft. | 8' x 10'<br>8' x 10'<br>10' x 10'<br>15' x 15'<br><br>Total Area =<br>485 sq. ft.<br><br>Median =<br>9' x 10' =<br>90 sq. ft.<br><br>Mean =<br>121 1/4 sq. ft. | 8' x 12'<br>9' x 12'<br>10' x 10'<br>10' x 10'<br><br>Total Area =<br>404 sq. ft.<br><br>Median =<br>10' x 10' =<br>100 sq. ft.<br><br>Mean =<br>101 sq. ft. | 10' x 10'<br>10' x 11'<br>10' x 12'<br>12' x 14'<br><br>Total Area =<br>498 sq. ft.<br><br>Median =<br>10' x 11 1/2' =<br>115 sq. ft.<br><br>Mean =<br>124 1/2 sq. ft. | 10' x 12' | 10' x 10'<br>10' x 12'<br>10' x 12'<br>12' x 14'<br>12' x 15'<br>No report (1)<br><br>Total Area =<br>724 sq. ft.<br><br>Median =<br>10' x 12' =<br>120 sq. ft.<br><br>Mean =<br>144 4/5 sq. ft. |

Number = 54 Total Area = 6183 sq. ft. Mean = 114.7 sq. ft.

APPENDIX C (CONTINUED)
DIMENSIONS OF OFFICE SIZE
By Category Size

| Category | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Size:<br><br>Inadequate | 6'8" x 9'<br>8' x 10'<br>No report (1)<br><br>Total Area =<br>140 sq. ft.<br><br>Median = 7' x 10' =<br>70 sq. ft.<br><br>Mean = 70 sq. ft. | 7'2" x 7'6"<br>10' x 10'<br><br>Total Area =<br>153 3/4 sq. ft.<br><br>Median =<br>7'6" x 10' =<br>76 7/8 sq. ft.<br><br>Mean =<br>76 7/8 sq. ft. | 8' x 9'<br>7' x 11'<br>8' x 10'<br>No report (1)<br><br>Total Area =<br>229 sq. ft.<br><br>Median =<br>7' x 11' =<br>77 sq. ft.<br><br>Mean =<br>76 1/3 sq. ft. | 7' x 8'<br>No report (2) | 8' x 8'<br>8' x 10'<br>10' x 10'<br><br>Total Area =<br>244 sq. ft.<br><br>Median =<br>8' x 10' =<br>80 sq. ft.<br><br>Mean =<br>81 1/3 sq. ft. |

| Category | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|
| Size:<br><br>Inadequate<br>(Continued) | 7' x 7'<br>7' x 8'<br><br>Total Area =<br>105 sq. ft.<br><br>Median =<br>6 1/2' x 8' =<br>52 1/2 sq. ft.<br><br>Mean =<br>52 1/2 sq. ft. | 10' x 15' | 7' x 10'<br>8' x 9'<br>8' x 11'<br><br>Total Area =<br>230 sq. ft.<br><br>Median =<br>8' x 9' =<br>72 sq. ft.<br><br>Mean =<br>76 2/3 sq. ft. | 6'6" x 11'<br>8' x 9'<br>8' x 9'<br><br>Total Area =<br>215.5 sq. ft.<br><br>Median =<br>8' x 9' =<br>72 sq. ft.<br><br>Mean =<br>71 5/6 sq. ft. | 8' x 10' | 8' x 8'6"<br>8' x 9'<br>8' x 9'<br>8' x 10'<br>8'4" x 12'<br>10' x 10'<br><br>Total Area =<br>492 sq. ft.<br><br>Median =<br>8' x 9 1/2' =<br>76 sq. ft.<br><br>Mean = 82 sq. ft. |

Number = 27

Total Area = 2095 sq. ft.

Mean = 77.6 sq. ft.

APPENDIX C (CONTINUED)
DIMENSIONS OF OFFICE SIZE
By Category Size

| Category | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Size: Too Large | None | None | None | None | None | None | 10' x 12' | None | None | None | None |

APPENDIX C (CONTINUED)
DIMENSIONS OF OFFICE SIZE
By Category Size



| Category | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Size:<br><br>Just Right | 10' x 16' | 8' x 10'<br>9' x 10'<br>10' x 10'<br>12' x 15'<br><br>Total Area =<br>455 sq. ft.<br><br>Median =<br>9 1/2' x 10' =<br>95 sq. ft.<br><br>Mean =<br>113 3/4 sq. ft. | 8'8" x 11'11"<br>8' x 10'<br>8' x 12'<br>9' x 12'<br>11' x 18'<br>No report (1)<br><br>Total Area =<br>586 sq. ft.<br><br>Median =<br>8'8" x 11'11"<br>104 sq. ft.<br><br>Mean =<br>117 1/5 sq. ft. | 8' x 10'<br>8' x 11'<br>11'6" x 11'6"<br><br>Total Area =<br>300 sq. ft.<br><br>Median =<br>8' x 11' =<br>88 sq. ft.<br><br>Mean =<br>100 sq. ft. | 8' x 10'<br>10' x 10'<br>10' x 10'<br>10' x 10'<br>100 sq. ft.<br>10' x 12'<br><br>Total Area =<br>600 sq. ft.<br><br>Median =<br>10' x 10' =<br>100 sq. ft.<br><br>Mean =<br>100 sq. ft. |

| Category | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|
| Size:<br><br>Just Right<br><br>(Continued) | 6' x 8'<br>7' x 9'<br>8' x 9'<br>10' x 10'<br>15' x 15'<br><br>Total Area =<br>508 sq. ft.<br><br>Median =<br>8' x 9' =<br>72 sq. ft.<br><br>Mean =<br>101 3/5 sq. ft. | 8' x 10'<br>10' x 10'<br><br>Total Area =<br>180 sq. ft.<br><br>Median =<br>9' x 10' =<br>90 sq. ft.<br><br>Mean =<br>90 sq. ft. | 8' x 12' | 10' x 14' | None | None |

Number = 28

Total Area = 3025 sq. ft.

Mean = 108 sq. ft.

# APPENDIX D

## DESIRABLE DIMENSIONS

| Office | No. of Colleges Suggesting Size | Sq. Ft. | Office | No. of Colleges Suggesting Size | Sq. Ft. |
|---|---|---|---|---|---|
| 6' x 8' | 1 | 48 | 10' x 11' | 1 | 110 |
| 7' x 9' | 1 | 63 | 10' x 12' | 8 | 120 |
| 8' x 9' | 1 | 72 | 10' x 15' | 1 | 150 |
| 8' x 10' | 9 | 80 | 10' x 16' | 1 | 160 |
| 8' x 11' | 1 | 88 | 11' x 18' | 1 | 198 |
| 8' x 12' | 1 | 96 | 11½' x 11½' | 1 | 132 |
| 8½' x 10' | 1 | 85 | 12' x 12' | 1 | 144 |
| 9' x 10' | 2 | 90 | 12' x 14' | 2 | 168 |
| 9' x 11' | 1 | 99 | 12' x 15' | 3 | 180 |
| 9' x 12' | 2 | 108 | 15' x 15' | 2 | 225 |
| 10' x 10' | 11 | 100 | -- | 2 | 100 |

APPENDIX E

COUNSELING HOURS
By Category Size

| Category | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Counseling Hours | *8 | 30 | 30+ | 30 | 25 | 20 | 25 | 30 | 18 (½ time) | 35 | 30 |
| | 30 | 33 | 30 | 30 | 30 | 30 | 30+ | 30 | 32+ | | 35 |
| | 35 | 35 | 30 | 33 | 30 | 30 | 35 | 30 | 35 | | 35 |
| | 35 | 35 | 32 | 35 | 30 | 30 | 35 | 35 | 35 | | 35 |
| | | 35 | 35 | 35 | 35 | 35 | | | | | 35 |
| | | 35 | 35 | 35 | 35 | 35 | | | | | 36 |
| | | 35 | 35 | | 35 | 35 | | | | | |
| | | | 37 | | 35 | 35 | | | | | |
| | | | 40 | | 35 | | | | | | |
| | | | 40 | | | | | | | | |

Number = 62

Mean = 33 hours

*Not included in Mean

APPENDIX F

FACILITIES IN OUR COUNSELING OFFICES THAT ARE HIGHLY DESIRABLE
By Category Size

| Category | Desirable facilities we have: |
|---|---|
| 1 | Did not report |
| 2 | Desk, chair, two-drawer file, two visitor chairs, stenorette, pictures<br><br>Large reception area for students, room for testing and staff or small group meetings, counseling catalog library and student-files room, close proximity to college nurse and financial aids personnel<br><br>Vocational interest center; open-bin occupational files; audio-visual materials; books; microfile reader-printer; testing room used for individual testing, small-group testing, and group counseling<br><br>Central record keeping, windows to outside, completely sound-proof<br><br>Complete guidance center. Information services include: local offerings, transfer information, career information with view-deck and occupational microfile.<br><br>Easy access to student records<br><br>All offices are not in one big complex. An outside entrance is less threatening to a timid student. |
| 3 | Conference room, area for testing, occupational library area, windows in counseling offices, carpeted floors<br><br>Bright and cheerful colors, new furniture, group conference room<br><br>Adequate storage and file space, proximity to records storage<br><br>Privacy is possible. Adequate space for desk, file, and chairs. Sufficient secretarial help conveniently located.<br><br>Adjacent to records office<br><br>Isolation, telephone, ample office furniture and cabinets, location in relation to registration area<br><br>Rooms close to records and registration area, large in size, sound-proof, plenty of light, plenty of fixtures and outlets, phones, typewriters, record players and tapes, audio materials |

APPENDIX F (CONTINUED)
FACILITIES IN OUR COUNSELING OFFICES THAT ARE HIGHLY DESIRABLE
By Category Size

| Category | Desirable facilities we have: |
|---|---|
| 4 | Phone, file, bookcases, windows, comfortable client chairs<br><br>Air conditioning<br><br>Each counselor has an office for himself<br><br>Proximity to registrar's office and deans' offices, in traffic pattern to cafeteria<br><br>Testing room, good reception area |
| 5 | Two carpeted seminar rooms adjacent to counseling offices<br><br>One-counselor offices, windows in doors, intercom phones, view readers<br><br>Centralized facilities; admissions and registrar, financial aids, placement, testing<br><br>Good lighting and chairs, plenty of shelf space and filing space, outside and intercom phones, privacy, individual offices with outside windows<br><br>Resource center for career planning, additional conference room, storage for testing materials etc., individual offices for counselors, carpeting, good coloring, nice furniture<br><br>Large secretarial pool, large conference room, large waiting area and hallways fully carpeted and sufficiently roomy, combines financial aids and counseling, have an adjoining classroom, space provided for evening counseling allowing closing of day center for security |
| 6 | Individual offices, privacy, adequate bookshelves, bookcases, filing cabinet, comfortable chairs, adequate heating and ventilation, counseling area, conference room, vocational/ occupational library<br><br>Catalogs of contiguous or high-demand colleges--large catalog room in general counseling area with other catalogs not in frequent use, telephone with switch that will turn ring off and will ring at centralized appointment desk, windows, counselor aides--para-professionals and clerks, receptionist/secretary in addition to appointment desk people, all career and transfer sheets for all programs available in racks for students<br><br>Complete inter-office phone system, college catalog library, centralized filing (Electriever System), general reception area, bulletin boards, comfortable chairs |

APPENDIX F (CONTINUED)
FACILITIES IN OUR COUNSELING OFFICES THAT ARE HIGHLY DESIRABLE
By Category Size

| Category | Desirable facilities we have: |
|---|---|
| 6 | Counseling library, catalog display, adequate storage and work area<br><br>Private offices and secretarial assistance, catalog rooms and part-time clerical help, vocational information room and part-time clerical help |
| 7 | Conference room for meetings, counseling library, placement offices, assembly room for student counseling assistant<br><br>Privacy, personal phone, personal file, executive-type chair for counselors, bookcase<br><br>Guidance center contains college catalogs and career information folders, test center--separate room in which up to 30 persons may be tested<br><br>Offices desirable but large, relationship of reception desk to counseling offices |
| 8 | Steam radiators are decorative and hard to find.<br><br>Group room, career library area, air conditioning<br><br>Well-lighted, private, well-furnished<br><br>Offices away from reception and clerical area, background music in reception area, windows in each office |
| 9 | Display for vocational materials<br>Separate offices<br><br>Large comfortable waiting area attractively furnished (trapezoidal tables), climate and sound controlled, group meeting rooms (one with 10 capacity, one with 20 capacity), central location, little sound conduction through relatively thin (movable) partitions<br><br>Bulletin boards, brochure racks, curtained-windowed doors, completely enclosed |
| 10 | Bookshelves, good lighting, four-drawer file |

APPENDIX F (CONTINUED)
FACILITIES IN OUR COUNSELING OFFICES THAT ARE HIGHLY DESIRABLE
By Category Size

| Category | Desirable facilities we have: |
|---|---|
| 11 | Storage area, bookshelves and cabinets, extra-wide rear hall with tables where students can study while awaiting appointments<br><br>Cubicles, closeness of counselors to admissions and records, test center, health office<br><br>No room for anything except desk, chair, and file cabinet<br><br>Proximity to admissions and records office and student personnel secretaries |

APPENDIX G

FACILITIES WE DON'T HAVE BUT CONSIDER HIGHLY DESIRABLE
By Category Size

| Category | Facilities we don't have but consider highly desirable: |
|---|---|
| 1 | Individual testing room that can double as catalog and resource room. Must be at least 15' x 20' with plenty of shelves. Conference room for group sessions, group meetings--should accommodate all counselors, dean, secretary, and a guest or two, chairs, tables. Supply reference room for testing supplies, work table--at least 12' x 15'. Have receptionist placed to intercept all traffic before counseling offices. Close proximity to job placement and financial aids offices. Space for a counter or desk for counselor to be immediately available for informational-type counseling on a walk-up basis outside the office. Work space, flat for clerk to file, sort etc., storage space for office supplies, coat closet etc.<br><br>A group counseling room, a testing room<br><br>Large lounge for students to use occupational material with the help of a receptionist, office openings off the lounge, and minimize the clerical aspects for the public, more room for students to look at material |
| 2 | More room!<br><br>Room for testing, large enough reception area for students, planning should allow for student personnel family to be housed away from "administrative" offices--informal setting.<br><br>Stenorettes for <u>all</u>--we have one shared by every two counselors, air-conditioning, carpeting (one counselor bought his own)<br><br>Need more secretarial space (desks are in the hall way )<br><br>More help<br><br>A career guidance center in the immediate counseling area, room for individual and small group testing<br><br>Air conditioning |
| 3 | Easier accessibility by students, adequate facilities for making available other schools' catalogs, vocational/occupations pamphlets, announcements of interest to students from other institutions<br><br>Adequate bulletin board space in offices and in total student services building, adequate records storage and storage of office supplies, adequate work area for big operations (stuffing envelopes for mass mailings)<br><br>Storage space needed for current college catalogs and file space for old ones for reference, adequate test storage space, occupational information library and display, bulletin boards |

APPENDIX G (CONTINUED)
FACILITIES WE DON'T HAVE BUT CONSIDER HIGHLY DESIRABLE
By Category Size

| Category | Facilities we don't have but consider highly desirable: |
|---|---|
| 3 | More counseling offices are needed as a college continues to grow.<br><br>Lobby area for students to wait, a planning room or work room. We need a new counseling center. This item is a top priority with our Master Planning Committee.<br><br>Rest room, offices separated from waiting area, larger room for vocational/educational library<br><br>More book shelves--we have constructed in some offices. Important--more air circulation when doors are closed for some time |
| 4 | Group room. Adequate clerical, library, and waiting room area. Carpeting, attractive and colorful chair, files, etc., windows<br><br>Larger space for waiting students, arrangement whereby students' files are closer to counseling offices<br><br>Group rooms, interview room(s)<br><br>Private offices, testing facilities, special counseling facilities, music to work by, central records, vocational library, room for group of ten to twelve<br><br>Location of counselors in close proximity to registrar's and deans' offices.<br><br>Large area for group work |
| 5 | Larger offices which would allow for counseling with more than two students at one time, room for five people desirable, a more informal decor--rugs, indirect lighting,<br><br>Vocational-education information, tutoring, learning center<br><br>More comfortable furniture, rooms reserved for group counseling<br><br>A vocational guidance center with all the literature and equipment etc.<br><br>Flexible office space which can be used for informal "rap" sessions and small group meetings in addition to individual conferences.<br><br>Additional offices, larger room for testing, larger reception area<br><br>One additional adjacent classroom available which we planned for but which has already been taken over by growth (faculty offices). |

APPENDIX G (CONTINUED)
FACILITIES WE DON'T HAVE BUT CONSIDER HIGHLY DESIRABLE
By Category Size

| Category | Facilities we don't have but consider highly desirable: |
|---|---|
| 6 | Room large enough for group testing or teaching forty to fifty students.<br><br>Current facility is temporary--plans for new center are fabulous.<br><br>Room for test administration<br><br>All offices should have air conditioning and outside windows.<br><br>Specific rooms for group counseling furnished more as a living room than as a classroom and accommodating about twenty to twenty-five maximum.<br><br>On line computer terminal(s) with instant program/class information, more counselor aides, more electrical outlets per office (only one currently), one tape recorder per counselor<br><br>Total carpeting throughout center, drapes where necessary, colorful interior decorations |
| 7 | More counseling offices for additional staff.<br><br>Data processing terminal for obtaining student record information. Adequate facilities for group counseling.<br><br>A room for small group meetings, special testing room |
| 8 | Effective air conditioning, intercom separate from telephone system<br><br>Testing area for up to ten people, more group space, pleasant reception area, music, carpet on floor<br><br>Larger reception area, carpeting throughout, a data processing system with on-line terminals in the counseling offices so information about students could be readily available, mail boxes for counselors located in the counseling center, sound-proof offices<br><br>Adequate lighting, sound-proof offices, carpeting, student waiting area with stereo music |
| 9 | Remote inquiry to computer, size of facility adaptable to growth, adequate number of group facilities (could use four rather than the two we have)<br><br>Privacy of communication, sound-proofing between offices, each office should have a vertically placed clear glass panel at least 6 x 36 inches so placed that a counselee can determine availability of a counselor, each office should have an outside window, carpeting on the floor, suitable electrical outlets |

APPENDIX G (CONTINUED)
FACILITIES WE DON'T HAVE BUT CONSIDER HIGHLY DESIRABLE
By Category Size

| Category | Facilities we don't have but consider highly desirable: |
|---|---|
| 9 | Group counseling rooms, small room for testing, adequate storage facilities, need a room to "rap"<br><br>Group counseling and/or testing rooms adjacent to offices, occupational library adjacent to office area, two-way mirrored observation room (audio equipped), carpeting in offices, student work areas, para-professional and student counselor offices, offices in departments for scheduled use |
| 10 | Sound-proof--this is extremely important. I feel the lack of privacy during the interview is professionally unethical. The sound is nearly unbearable. I recommend sound-proofing be insisted upon, at sacrifice of anything else. |
| 11 | Carpet, outside offices, group rooms<br><br>Centralized counseling offices, large room with college catalogs and vocational information, testing room, staff lounge and meeting room<br><br>Conference room, more office space, library area for vocational information file<br><br>More individual counseling offices, air conditioning, more lobby space<br><br>Larger waiting area, better traffic control, more offices, more secretarial space, adjacent classrooms reserved for counseling use |

APPENDIX H

FACILITIES WE DO HAVE BUT WHICH ARE UNDESIRABLE
By Category Size

| Category | Facilities we do have but which are undesirable: |
|---|---|
| 1 | Most all<br><br>Counseling offices in various places |
| 2 | None reported |
| 3 | Counseling offices too small (8' x 9')--two are inside the hallway and have no windows. Facilities are generally too small. Reception room is too small--should allow ample space for displays, college information, occupational information, financial aids, etc.<br><br>Counseling offices are a little small (7' x 11')<br><br>Maybe the offices could have been arranged differently. |
| 4 | Windowed doors<br><br>Secretary and other office assistants are not protected by counters or windows from inquiring students.<br><br>Small offices, no privacy, noisy, no milling space<br><br>School psychologist in too public an area. |
| 5 | Counseling offices are all in the administration building which gives us convenience to records, duplicating equipment, etc. but doesn't help us with our "image". Also we have a real noise problem from machines.<br><br>Three too (7' x 7') temporary offices<br><br>All<br><br>Long halls of offices. We would like to explore fan-shape or some other design.<br><br>Too close to administration center |
| 6 | Offices in lobby of administration building. Poorly ventilated and not sound-proofed. No way of avoiding loss of catalogs and reference materials because of physical lay-out.<br><br>A centralized location with no opportunities to move out (office-wise) of the administration building. A counselor's conference room that is too small for counselors to meet in. |

APPENDIX H (CONTINUED)
FACILITIES WE DO HAVE BUT WHICH ARE UNDESIRABLE
By Category Size

| Category | Facilities we do have but which are undesirable: |
|---|---|
| 7 | None reported |
| 8 | Offices should be sound-proofed<br><br>Fourteen feet ceilings, dark hallways, "institutional green" paint, steam pipes |
| 9 | Poor acoustical material--too much noise, no privacy, poor lighting, poor ventilation, no provision for expansion<br><br>Waiting room shared with admissions and records, space for clerical staff not separate enough, located in administration building<br><br>Split reception area, split office arrangements within counseling center |
| 10 | Too little reception area, no room for expansion. Try to figure how you'll expand if unexpected enrollment growth comes. |
| 11 | Counselors object to our bus-like waiting area. New plans will break that into smaller, duplicated waiting areas.<br><br>Offices like closets (8' x 9'), no windows, and no air conditioning. Offices scattered throughout administration building.<br><br>Our major problem is that the facility we use was designed for a much smaller enrollment. If you are planning a facility, make generous provision for growth |

RMC/emw

8/18/71